

31-07
APPLICATION FOR RECORDS RETENTION SCHEDULE**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 7-30-78	Georgia Department of Agriculture Plant Industry Entomology Division 19 M.L.King Br, SW Atlanta, Ga. 30334	Application Number 156-A	Date Received JUL 31 1979	Date Completed AUG 31 1979
Application Number 205				
2. Person to Contact John Ridley		Working Title Asst. Director	Telephone Number 656-3641	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 156 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest Oct, 70 to date		5. Records Series Title (followed by title used in office, if different) NURSERYMEN & NURSERY DEALERS LICENSES FILES		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Plant Industry is responsible for supervising and regulating various fields of the plant industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry.</p> <p>The Entomology Division works to eradicate and control agricultural pests and to protect homeowners and farmers in purchasing plants. Nurserymen and dealers are licensed and regulated by the Division.</p>				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <p>Documents relating to: inspecting and licensing Nurserymen and Nursery Dealers in Georgia.</p> <p>Included are: Application for License, copy of License, Nursery Inspection Report, and Nursery Inspector Report Sheet.</p> <p>File is arranged: Alphabetically by nurserman and nursery dealer. Nursery dealers license records are alpha by nursery.</p>				
8. Monthly Reference Rate How often are records referred to which are: One to six months old 15 ; Seven to twelve months old 15 ; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records Small because licenses are permanent Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	Permanent	years.	d. Audit period	_____	years.
b. Statute of limitation	_____	years.	e. Administrative need	_____	years.
c. Federal law	_____	years.	f. Federal retention instructions	_____	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

When License is withdrawn or Nurxeryman or Dealer is no longer in busniss, withdraw folder from active file and place in the inactive file; cut off inactive file at end of each Fiscal Year; then, hold in current files area for one (1) year; then, destroy.

MAINTAINENCE INSTRUCTION: As LICENSES FILES are updated, withdraw and destroy documents which are obsolete, superseded, and/or no longer needed.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Sikis</i>	7/17/89	<i>Ellis D. Sikis</i>	7/17/79
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		Secretary of State/Designee	Date
		Attorney General/Designee	Date
		<i>Carroll Hart</i>	8-27-79
		<i>M. H. Wheel</i>	8-29-79



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date May 19-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 31 1972 156 JUN 1 1972	
2. Agency Application No. 7		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Division of Entomology		4. Person to Contact John Ridley	
		5. Working Title Asst. Director		6. Tel. No. 656-3641	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates Oct. 1 - Sept. 30		9. EXACT SERIES TITLE Nurseryman & Nursery Dealer Files			
10. What function performed resulted in creation of this series <p>The Entomology Division works to eradicate and control agricultural pests and to protect homeowners and farmers in purchasing plants. Nurserymen and dealers are licensed and regulated by the Division.</p>					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any <p>These files contain a folder on each Nurseryman or Nursery Dealer licensed to do business within Georgia. Each folder contains:</p> <p>Application for License, copy of License, Nursery Inspection Report, and Nursery Inspector Report Sheet.</p>					
12.					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		8	20	3 4½	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				Daily Wkly Monthly ?	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Is there a duplication of this series in another office or agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Is the information contained in this series ever summarized or published?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Does the series contain classified information requiring security handling?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Does the series document policies and procedures of agency's operation or function?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Could the function be performed if the files were lost or destroyed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Does the record series provide data as input to an EDP file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Does the record series contain documentation produced as EDP printout?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Is the series affected by Federal or grant funds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Will there be a need for these records 10, 15 years from now? If yes, what?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

24. **REQUIREMENTS.** The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
 (Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER September 30, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area 4 month(s) / 1 year(s), then:

1 ☐ Destroy.

2 ☒ Transfer to records center; hold 2 year(s), then:

a ☒ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>John Kelly</i>	Recommendations prepared by <i>John Kelly</i>	Approved for Division Date <i>John Kelly</i> 5/19/72	Record Management Officer Date <i>EDS</i>
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Division <i>Ellis D. Sikes</i>	Date 5-22-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>William M. Dixon</i>	Date 6-1-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State Designee <i>Carroll Hart</i>	Date 6-1-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Deputy Secretary of State <i>M. Sheel</i> LAW DEPT	Date 6-1-72